

QUOTATION MARKS

When someone is speaking, the first word of the quotation is capitalized. The speaker's words are set off from the rest of the sentence with quotes. Note the placement of commas.

EX. The critic announced, "Rawling's novel is a masterpiece."

EX. "Rawling's novel is a masterpiece," the critic announced.

Question marks and exclamation points are placed inside the quotes.

EX. "How do you like your classes?" Mrs. Smith asked.

EX. He shouted, "Don't touch that!"

Both parts of a divided quotation are enclosed in quotes. The first word of the second part is NOT capitalized unless it begins a new sentence.

EX. "It was a shock," Harry sighed, "to hear of her challenge."

EX. "I recommend calling his mother," the teacher suggested. "She will be reassured by your concern."

In dialogue, a new paragraph and a new set of quotation marks show a change in speaker.

EX.

"Where would you like to travel?" asked John as they discussed their family vacation. They had never left the state before, but this would be a special trip to celebrate their 10 year anniversary.

"I would love to visit Disney World," exclaimed Elyse.

"Disney World would be wonderful," replied John. "It would be fun trip everyone in the family."

DIFFERENT WAYS TO SAY SAID

asked	explained	cried	sighed	yawned
exclaimed	groaned	growled	giggled	smiled
replied	whined	boasted	screamed	snorted
muttered	wailed	threatened	continued	called
screeched	whispered	yelled	moaned	laughed
comforted	squealed	gulped	chuckled	gasped
requested	answered	pleaded	questioned	mumbled
murmured	suggested	promised	demanded	grunted